



Carbon
County
Utah

Seth Marsing, Clerk/Auditor
751 E. 100 N.
Price, Utah 84501
435-636-3200
seth.marsing@carbon.utah.gov

Clerk / Auditor Office
Business License
751 East 100 North, STE 1100
Price, UT 84501
435.636.3227

Business License Application Procedure

- ☐ ***Complete the Business License Application***
- ☐ ***Planning Department Approval*** – Building Dept 751 East 100 North, STE 26001 Price, UT 84501 (435)636-3260
All applications must be approved by Planning & Zoning Department at a fee of \$15.00, before returning it to the clerk's office.
- ☐ ***Clerk's Office Filing*** – Clerk's Office 751 East 100 North, STE 1100, Price, UT 84501 (435)636-3227
After application is completed return it to this office and pay your fee. A fee schedule is located in the county ordinance and will be prorated on a four quarter year.

Include a copy of the following with your business license application:

- ☐ State name registration, or stamped articles of incorporation (only page showing name)
- ☐ Federal Employer Identification Number
- ☐ State Sales Tax ID Number or proof of exemption
A business dealing only in service with no product sales is only required to write "no product sales" in the state tax number section
- ☐ Proof of Professional License, if required.
- ☐ Proof of Identity or State Issued Drivers License
- ☐ ***Commission Approval*** – After turning your Business License & Fees in to the Clerk's Office, it will be sent to the Commission for approval. After receiving it back to the Clerk's Office from the Commission is when the Business License will be approved and valid.

Business Registration with the State of Utah

Register your business name with the Utah Department of Commerce (801-530-4849).

Obtain a Federal Employer Identification Number, if applicable to your business, from the IRS (801-799-6963).

Obtain a Utah State Sales Tax ID Number, if applicable to your business, from the Utah State Tax Commission (801-297-2200).

Use the convenient ***OneStop Online Business Registration at www.business.utah.gov/registration***

A Business License Certificate will be mailed to you when approvals have been received from the Planning & Zoning Department and the County Commissioners



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BUSINESS LICENSE APPLICATION

OUTSIDE THE LIMITS OF INCORPORATED CITIES AND TOWNS

Return all completed and properly signed forms (including attachments as necessary) along with applicable fees to:
Carbon County Clerk's Office 751 East 100 North, STE 1100 Price, UT 84501. For any questions call (435) 636-3227.

TO THE BOARD OF CARBON COUNTY COMMISSIONERS:

The undersigned hereby requests that a Carbon County Business License be issued in the name of the business shown below. Applicant agrees to comply with those sections of Carbon County Ordinance NO. 281 which apply to the type of business activity indicated.

Name of Business: _____
Business Location: _____ **Suite/Apt #:** _____
City: _____ **State:** _____ **Zip:** _____
Mailing Address (if different): _____
City: _____ **State:** _____ **Zip:** _____
Business Telephone: _____ **Fax:** _____
Business Website: _____ **E-mail:** _____

Name of Owner: _____ **Is this the contact person?** ____ Yes ____ No
Contact Person/Manager (if different): _____
Mailing Address (if different): _____
City: _____ **State:** _____ **Zip:** _____
Home Telephone: _____ **Cell:** _____
E-mail: _____ **Other:** _____

Type of Business: ☐ Commercial ☐ Home Occupation
Nature of Business: ☐ Retail/Wholesale ☐ Industrial ☐ Service ☐ Other
Hours of Business: From: _____ To: _____ *Please circle Days Open* M T W TH F S SU

Detailed Description of Business:

To your knowledge, has another business operated at the same location during the previous year? ____ Yes ____ No
If so, please name the business: _____

Number of Apartments/Hotel Rms/Motel Rms/Mobile Home/RV Spaces: _____
State Sales Tax I.D. No (Include Copy if applicable): _____ **Federal Tax ID No:** _____
State License No (Include Copy if applicable): _____ **State License Type:** _____

THE FOLLOWING LICENSES ARE SUBJECT TO ADDITIONAL REQUIREMENTS.

Please contact the Clerk's Office for more information at (435) 636-3227 or 751 East 100 North, ste 1100 Price, UT 84501. **Failure to properly identify the correct category may result in the non-issuance or revocation of the license, in addition to other penalties allowed under the law.**

Check ALL that apply:

- ☐ Food Related ☐ Liquor/Beer Related ☐ Animal Related ☐ Day Care/Preschool ☐ Contractors ☐ Recreational ☐ Trucking/Transport
☐ Vehicle Salvage and Storage/Towing ☐ Hazardous Waste ☐ Mineral or Metal Extraction or Processing

*****NOTICE*****

To engage in the business for which this license is issued, you must comply with all Federal, State, and county laws, statutes, and regulations, including those relating to zoning, building, health, and fire safety. If now, or in the future, you do not comply with these codes, this license does not authorize you to engage in business.

PLANNING DEPT. ONLY

Approved as to proper zoning: _____

Zone: _____ Fee: _____

Special Conditions: _____

Zoning Administrator or Deputy Date: _____

CLERK'S OFFICE ONLY

Date Received: _____ Received By: _____

Classification: _____ Part time _____ Full time

Amount of License _____

Payment: _____ Check _____ Cash _____ Check No: _____

Doing Business from _____ To _____

Business Description

ANIMAL CONTROL DEPT. ONLY

Animal Related Business Approval

Regulatory Permit: _____ Expiration: _____ Fee: _____

Special Conditions: _____

Animal Control Officer Date: _____

HEALTH DEPARTMENT ONLY

Daycare/Preschool/Food Related Business Approval

Type of Business: _____

Special Conditions: _____

SEU Health Department Date: _____

Commission Approval Application

I, _____, the undersigned applicant and owner of
Name of Owner/Agent
_____, do swear that I/we agree to conduct said
Name of Business
business strictly in accordance with the laws and ordinances covering such business including all
county health and safety codes and the County Ordinance 281, and swear under penalty of law that the
information contained in the Business License Application is true.

On this _____ day of _____, 20_____.

X _____
Signature of Owner/Agent

We the undersigned, **BOARD OF COUNTY COMMISSIONERS**, Hereby certify that the
above named may be issued a Business License.

Commission Chair _____

Commissioner _____

Commissioner _____

Commission Meeting Date: _____